

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 000002		3. EFFECTIVE DATE 01/17/2008		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY FAA AWA 800 Independence Avenue, S.W. Washington DC 20591		7. ADMINISTERED BY (If other than Item 6) FAA AWA 800 Independence Avenue, S.W. Washington DC 20591	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(x) 9A. AMENDMENT OF SOLICITATION NO. DTFAWA-07-R-00024		9B. DATED (SEE ITEM 11) 11/23/2007	
CODE		FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO.	
				10B. DATED (SEE ITEM 13)	
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (If required.)					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
<input checked="" type="checkbox"/> A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
<input type="checkbox"/> B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14.					
<input type="checkbox"/> C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO THE AUTHORITY OF:					
<input type="checkbox"/> D. OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input type="checkbox"/> is not. <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)					
The Screening Information Request (SIR) for Financial Analysis and Support Service (FASS) is hereby amended as follows:					
1. Section A page 1 is revised to change the proposal submission date from January 31, 2008 to February 7, 2008. The technical and cost proposals both must be submitted at Phase 1 on that date.					
2. Section L.6 Time, Date, Place and Submission of Proposals page 94, the date is changed from January 31, 2008 to February 7, 2008.					
Replacement pages 1 and 94 are attached. Replace the previous pages provided in Amendment Continued ...					
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.					
15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
		Katherine M. Williams			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. CONTRACT AUTHORITY	
(Signature of person authorized to sign)				(Signature of Contracting Officer)	
				16C. DATE SIGNED	

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

DTFAWA-07-R-00024/000002

PAGE OF

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NAME OF OFFEROR OR CONTRACTOR

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	000001. All other terms, conditions and provisions of the SIR remain unchanged except as provided in this modification.				

SOLICITATION, OFFER AND AWARD

1. THIS CONTRACT IS A RATED ORDER <input type="checkbox"/> Yes <input type="checkbox"/> No	RATING	PAGE 1	OF PAGES 120
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2. CONTRACT NO.	3. SOLICITATION NO. DTFAWA-07-R-00024	4. THIS IS A: SMALL BUSINESS SET-ASIDE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	5. DATE ISSUED	6. REQUISITION/PURCHASE NO.
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7. ISSUED BY: Federal Aviation Administration Services Contracts Group, AJA-48 800 Independence Avenue, SW Washington, DC 20591	8. ADDRESS OFFER TO (If other than Block 7)
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SOLICITATION

9. Offers in original and _____ copies for furnishing the supplies or services in the Schedule will be received at the place in the depository specified in Item 8, or if hand-carried located in FAA, 800 Independence Avenue, SW, DC 20591, Room 406 until 2:00pm local time 02/07/08
(Hour) (Date)

CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L.

10. FOR INFORMATION CALL:	A. NAME Katherine M. Williams	B. TELEPHONE NO. (Include area code) (NO COLLECT CALLS) (202) 267-3669
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11. TABLE OF CONTENTS

(X)	SEC	DESCRIPTION	PAGE(S)	(X)	SEC	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
<input checked="" type="checkbox"/>	A	SOLICITATION/CONTRACT FORM	1	<input checked="" type="checkbox"/>	I	CONTRACT CLAUSES	41-58
<input checked="" type="checkbox"/>	B	SUPPLIES OR SERVICES AND PRICES/COSTS	2-3	PART III - LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACH.			
<input checked="" type="checkbox"/>	C	DESCRIPTION/SPECS/WORK STATEMENT	4-18	<input checked="" type="checkbox"/>	J	LIST OF ATTACHMENTS	59-83
<input checked="" type="checkbox"/>	D	PACKAGING AND MARKING	19	PART IV - REPRESENTATIONS AND INSTRUCTIONS			
<input checked="" type="checkbox"/>	E	INSPECTION AND ACCEPTANCE	20	<input checked="" type="checkbox"/>	K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	84-88
<input checked="" type="checkbox"/>	F	DELIVERIES OR PERFORMANCE	21-22	<input checked="" type="checkbox"/>	L	INSTRS., CONDS., AND NOTICES TO OFFERORS	89-115
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<input checked="" type="checkbox"/>	H	SPECIAL CONTRACT REQUIREMENTS	28-40				

OFFER (must be fully completed by Offeror)

12. In compliance with the above, the undersigned agree, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the Offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 3.3.1-6)	10 CALENDAR DAYS %	20 CALENDAR DAYS %	30 CALENDAR DAYS %	CALENDAR DAYS %
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14. ACKNOWLEDGMENT OF AMENDMENTS (The Offeror acknowledges receipt of amendments to the SOLICITATION for Offerors and related documents numbered and dated)	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)
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15B. TELEPHONE NO. (Include area code)	15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE <input type="checkbox"/>	17. SIGNATURE	18. OFFER DATE
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AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION DATA
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22. RESERVED	23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)	ITEM
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24. ADMINISTERED BY (if other than item 7)	25. PAYMENT WILL BE MADE BY
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26. NAME OF CONTRACTING OFFICER (Type or print)	27. UNITED STATES OF AMERICA	28. AWARD DATE
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PART IV – SECTION L
INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

Contracting Officer, AJA-48
Room 406
800 Independence Ave., S.W.
Washington DC 20591

b. Delivery Address: Proposals may be hand-carried, delivered by courier, Fed Ex, UPS, etc., to the Contracting Officer at the following address:

Federal Aviation Administration
ATTN: Katherine M. Williams, ATO-A
Contracting Officer, AJA-48
Room 406
800 Independence Ave., S.W.
Washington DC 20591
Phone: 202-267-3669

c. Questions or clarifications concerning any aspect of the SIR shall be submitted in writing to the Contracting Officer. Questions must make reference to the applicable section of the SIR. Offeror's questions and the Government's responses may form the basis for an SIR amendment. Questions must be received by the Contracting Officer, in writing, not later than one week after posting of SIR. Questions may be sent by mail to the address in (b) above or via Internet to Katherine.M.Williams@faa.gov. Telephonic questions will not be accepted.

d. Time and Date: Proposals must be received by the Contracting Officer at one of the above locations no later than 2:00 p.m Eastern Standard Time on February 7, 2008.

e. Signed Originals: One copy of both the technical and cost proposal must contain the signed original of all documents requiring signature by the Offeror. Five (5) additional copies of the technical proposal and two (2) copies of the cost proposal are also requested, Reproduction of signed originals is authorized for all other copies of the proposal.

f. Proposal Submission: Offerors assume full responsibility for ensuring that proposals are received at the place and by the date and time specified.

L.7 Offer Acceptance Period

The minimum offer acceptance period is 180 days after the required date of receipt of offers.

L.8 False Statements

Proposals must set forth accurate and complete information as required by this SIR, including attachments and amendments. The penalty for making false statements in proposals is prescribed in 18 U.S.C 1001.

L.9 Expenses Related to Offeror Submissions

This SIR does not commit the Government to pay for any costs incurred in the submission of any proposal or in making necessary designs or studies for the preparation thereof or to acquire or contract for any services.

L.10 Responsible Prospective Contractors

Notwithstanding the evaluation methodology outlined in this SIR, an Offeror must also be found to be responsible by the Contracting Officer prior to award of any resultant contract. As a minimum, a

**Sol # DTFAWA-07-R-00024 FAA Financial Analysis Support Services
Questions/Request for Clarification**

#1: **Reference:** F.4, page 22, 1st paragraph, 3rd sentence. **Question:** Please identify the meaning of the acronym "CSE-ISS".

Response: Amendment 00001 delete the words "by the CSE-ISS".

#2: **Reference:** G.9 (b), 4th sentence states "The direct labor hour rates shall be in accordance with Section B." **Question:** Should this not read "in accordance with the Labor Category Matrix (Attachment J-4, page 69)"?

Response: No. Each Task Order issued will have a "Section B." Amendment 00001 deletes the word "rates" and replaces it with "costs."

#3: **Reference:** Part II-Section I, 3.6.1-7 Limitation on Subcontracting, page 53. **Question:** Where do we put the calculation on the prime's percentage of labor dollars?

Response: This should be a part of your cost proposal submission. Amendment 00001 Limitation on Subcontracting is deleted from Section I and replaced with H.18

#4: **Reference:** L.5 (Projected Milestone Schedule), page 82, L.13.1 (Phase 2 Submissions), page 87; and M.4 (Cost Proposal), page 108 provide conflicting statements as to the timing of the submission of the Cost Volume, Volume 3. **Question:** Please clarify when the Cost Volume is to be submitted. Is it a Phase 1 submission with Volumes 1 (Offer) and 2 (Technical); or is it a Phase 2 submission with the Briefing Materials (Volume 4) or is it a combination of both where offerors submit the cost volume as per requirements of Attachment J.4 with Phase 1 and submit cost material for sample problems with the oral briefing material at Phase 2?

Response: Amendment 000001 The milestone schedule for Phase 2 has been modified to delete the words "& Cost Proposals." The Cost Proposal is to be submitted at the same time as FAA receives your Phase 1 submission.

#5: **Reference:** L.6.e, page 83 and L.13.1 (Phase 1 Submission) pages 85-87 provide conflicting information as to the number of copies of the Technical Volume (Volume 2) and the Cost Volume (Volume 3) that are to be submitted. L.6.2 states 4 copies of Cost and 6 of Technical and L.13.1 states 2 of Cost and 5 of Technical. **Question:** Please clarify the number of copies of Volume 2 and Volume 3 that are to be submitted, and also please confirm that the requirement for the Offer Volume (Volume 1) is 1 Original and 2 copies.

Response: Amendment 00001 Paragraph L.13.1 is correct. Paragraph L.6.e has been modified appropriately.

#6: **Reference:** L.14 (Volume 1—Offer and Other Documents), Section 1.3, page 88 refers to clause H-33, FAA Organizational Conflict of Interest Policy Guidance. **Question:** This clause could not be found in Section G. Please identify where in the SIR this clause can be found.

Response: Amendment 000001 AMS 3.1.7-4 Organizational Conflict of Interest is incorporated by reference in Section I.

#7: **Reference:** L.17 (Volume 4 – Oral Presentation Briefing Package). **Question:** Please verify as to whether the Oral Presentation will be videotaped. It is our opinion that in order to ensure that material stated during the presentation is accurately evaluated that a living record of the

presentation be available to evaluators. This is specifically of importance when evaluators want to ensure/clarify what they heard during the presentation not just what is written on presentation slides.

Response: At present, it is the FAA intent to videotape presentations made during Phase 2 of this procurement.

#8: **Reference:** L.5 (Projected Milestone Schedule) and L.17 (Volume 4 – Oral Presentation Briefing Package). **Question:** Please clarify the timeframe allocated to offerors to prepare the oral presentation briefing package. On Page 82, the Milestone Schedule indicates that the FAA will "Determine eligible Offerors for Phase 2; Amendment to SIR Issued" at T+10 weeks and "Briefing Package & Cost Proposals Submitted" for Phase 2 at T+12 weeks. However, page 96, the SIR indicates: THE OFFERORS SELECTED TO PARTICIPATE IN PHASE 2 WILL BE DETERMINED BY THE FAA. THEY WILL BE ASKED TO PROVIDE AN ORAL PRESENTATION BRIEFING PACKAGE AND A COST PROPOSAL WITHIN ONE (1) WEEK OF THIS DETERMINATION.

Response: Amendment 000001. Both passages have been corrected.

#9: **Reference:** L.13.2 (Proposal Presentation). **Question:** Page 87 indicates that a binder cover sheet is required with each volume "which clearly identifies each volume copy number (original or copy 3 of 5), solicitation number and identification, and Offeror's company name". Please clarify what is meant by the word *identification* in "solicitation number and identification".

Response: The word "identification" indicates the basic contents of given binder.

#10. **Reference:** L. 15.3.4 (System Engineering Investment/Budgetary Evaluations), page 91, 3rd sentence. **Question:** Please clarify if the statements "...and demonstrate your understanding of how it might be used within the FAA for planning purposes. Define how you believe key requirements applicable would be identified, validated, and allocated." refer to non-FAA cited projects or FAA projects.

Response: They will all be FAA projects.

#11. It has been our recent experience that the FAA is precluding 2nd tier consulting and subcontracting, presumably for cost control and risk mitigation purposes. Will the FAA allow 2nd-tier subcontracting and consulting under this contract?

Response: The use of 2nd-tier consultants and subcontractors may add costs and technical risks associated with management of an effort. However, the FAA is NOT precluding the use of 2nd-tier consultants and subcontractors.

The FAA will select the proposal that provides the best value to the Government in accordance with the evaluation criteria set forth in Section M of the SIR. That proposal could contain 2nd-tier subcontractors and consultants.

#12. In the answers to questions published by the FAA in July 2007 you answered an inquiry as pasted below. Is the answer pasted below still applicable?

Section H.1. If a Contractor's company does not recognize one of the Government holidays as a company holiday, can the employee work under this contract on that Federal holiday? The Government requirement is that contract employees working on this contract be

provided "recognition" for 10 holidays in any given calendar year. Many companies offer "floating" holidays, wherein an employee works on a designated holiday, and later is allowed to take that day as a day of leave. That also is acceptable. In the Government spaces? In most cases, no. The Contractor should have the capability, however, of providing workspace at their facilities for the accomplishment of their employees' duties in such a situation.

Response: Yes.

#13. Section H.14 Maintenance of Records and Litigation Support

This seems to imply a burdensome record keeping requirement. Please clarify that you intend for all notes, annotations on documents, and memos to be retained OR are you only referring to the contractor's retention of items delivered to the Government. Does this also include all emails between team members, team members and their parent company, and team members and government counterparts?

Response: We are referring to documentation and records of items delivered to the Government, and all internal records and documentation affecting decisions made in how contract performance is to be performed or accomplished. The clause identifies the FAA requirements.

#14. In the notes to the Labor Category Matrix in Part II – Section J, pg 69 of the SIR you state that "the contractor/subcontractor may make adjustments to the schedule". Would you please clarify this note? To what adjustments are you referring?

Response: As an example, the Offeror may have established labor categories with other existing job description titles (e.g., Safety Specialist vs. System Safety Specialist) that meet our SIR requirements. We do not expect the Offeror to change their job category description to title, but do expect they somehow correlate the 2 categories in the cost proposal.

#15. Continuing with pg 69, the Labor Category, Principal Systems Engineer, is missing. Is this an oversight?

Response: Amendment 00001 this table has been corrected in Section J.

#16. In Part IV, Section L.13.1 Proposal Organization show a 48 page limit for volume 2.4 Personnel. You go on to designate the page limitation per resume. However, the 48 page limit allows for a total of 15 resumes. Would you please clarify that you only desire 14 resumes for a total of 45 pages?

Response: Amendment 00001 That is correct. Section L.13.1 has been modified accordingly.

#17. Please clarify whether or not the Business Declaration Form needs to be filled out by the subcontractors?

Response: Yes.

#18. Section L, 15.1 (pgs 88 and 89), requests up to six contracts: 1 and 2 Oracle based federal financial systems; 3 and 4 federal cost accounting data; and 5 and 6 program initiatives undergoing investment analysis. For Section L, 15.6 (pg. 92), is the offeror to pick up to four of these contracts to provide past performance information?

Response: The Offeror has the discretion to pick 4 of the six contracts referenced above, or may choose another 4 contracts not otherwise mentioned or required.

#19. For Section L, the Past Performance Questionnaire (pgs 99 to 103), is the offeror to request that the references (discussed in section 15.6) complete the questionnaire and send the questionnaire to you before the proposal due date?

Response: The FAA has now decided to ask Offerors to submit these past performance questionnaires to the applicable contacts. Responses from the Past Performance Questionnaires shall be received by the FAA no later than February 18, 2008 in order to be considered.

#20. The proposal outline provided on page 86 of Section L, does not seem to discuss sections 15.2.2, 15.2.3, 15.2.4, and 15.2.5. (We disagree.) May we revise the outline to include those sections?

Response: No. We encourage the Offeror to read Section L.13.1 more thoroughly.

#21. Can the Executive Summary be moved to the beginning of Vol. 2 of the bidder's proposal, and also is the bidder allowed to dedicate 4 to 5 pages (of the 210) to the Executive Summary as an introduction the bidder and their team?

Response: Yes to both questions.

#22. Can the resumes be submitted with single spacing (Yes) or does the 1.5 line spacing requirement for the bidder's proposal also apply to the resumes? (No) The issue being that with the 1.5 line spacing requirement, a 4 page resume becomes 6 pages and a 3 page resume becomes 5 pages, thus limiting the bidder's ability to show an applicant's full capabilities.

#23. Since Business Process Re-Engineering (BPR) Support is discussed in Section C – Statement of Work (1.2.9, pg.16-17), shouldn't it also be addressed in Section L of the SIR?

Response: See L.15.2.2.